

<i>NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 34-102-02 DECEMBER 10, 2004</i>	
<i>Facilities and Equipment Radio Frequency Management</i>	
<i>5-YEAR REVIEW OF NMFS RADIO FREQUENCY ASSIGNMENTS</i>	
NOTICE: This publication is available at: http://www.nmfs.noaa.gov/directives/ .	
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<i>SUMMARY OF REVISIONS: Updated procedures.</i>	
Signed _____ [Approving Authority name] Date [Approving Authority title]	

1. Introduction. This Procedural Directive provides specific guidance for the required 5-year review of all existing radio frequency assignments. Each existing assignment in the Government Master File database must have been reviewed within the previous 5 years. A proposal for renewal or deletion will be prepared by the NMFS Radio Frequency Coordinator and submitted on or before the five year anniversary. These procedures direct the Radio Frequency Assignment Field Contacts in all steps necessary to review the assignment parameters and submit changes to the NMFS Radio Frequency Coordinator. Detailed procedures are provided on the NMFS Intranet <http://home.nmfs.noaa.gov/mb/radio/5year.htm> and also as an attachment to this directive.

attachment (1)



NOAA Fisheries Intranet

National Marine Fisheries Service (NMFS)



Radio Frequency Management

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5-Year Review of NMFS Radio Frequency Assignments

There are currently no assignments nearing their 5-year anniversary for review. The next required round of reviews is not due until April 2008.

PROCEDURES FOR 5-YEAR REVIEW

Requirement	All assignments must be reviewed at least every 5 years with a renewal application submitted to NTIA. The Radio Frequency Coordinator will provide a list of all assignments due for renewal. Radio Frequency Assignment Field Contacts will confirm the need for continued usage and provide any required updates to the records to reflect current equipment, etc. The Radio Frequency Coordinator will handle submission of the renewal application to NTIA.
Annual Fee Charged	An annual fee is charged against the agency for every assignment held. For this reason, it is important to monitor the list to ensure that unneeded assignments are removed from the Government Master File. NMFS currently has about 150 entries in the database.
Procedure	<p>The Radio Frequency Coordinator will forward a list of assignments to the field for review. The Field Contacts will review the frequency assignments and gather information on each assignment. Requests will be submitted via email to renew or delete the assignment. All requests for deletion will be confirmed with each laboratory, division, or other appropriate field unit to ensure the that no one still retains any requirement for the use of that frequency.</p> <p>Each radio assignment record will contain coded information as shown in the NTIA manual. Here is a simplified one-page guide to the coding. More detailed and thorough code descriptions are found in section 9.8 of Chapter 9 of the NTIA manual.</p> <p>Assuming that the requirements for the authorized frequencies have not changed, the primary data that will most likely need to be updated as part of this renewal process are the following:</p> <ul style="list-style-type: none">• New radio equipment (make, model, government nomenclature part number)• Change in radio output power.• Changed antenna coordinates (lat./long.).• Changed antenna type or height.

- Updated supplemental line giving a better, more descriptive indication of what the assignment is used for and which facility operates the site.

Area of operations (transmitter city/state) cannot be changed. This becomes a new assignment request.

**Data
Confidentiality**

Radio Frequency Assignments may include both classified and unclassified assignments. However, for security reasons **all** assignments are considered *Agency Confidential* and are exempt from Freedom of Information Act (FOIA) requests.

Protect all lists of radio assignments as you would any unclassified but sensitive data (just like Social Security numbers.)

There are no classified assignments listed on this website.

RECORDS NEEDING 5-YEAR REVIEW:

There are currently no assignments nearing their five year anniversary for review. The next required round of reviews is not due until April 2008.

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